



OFFICE OF THE  
:: DISTRICT LEGAL SERVICES AUTHORITY, LAKHIMPUR ::  
AT NORTH LAKHIMPUR

:: জিলা আইন সেৱা প্ৰাধিকৰণ, লক্ষীমপুৰ ::  
উত্তৰ - লক্ষীমপুৰ

Email- dlsalakhimpur@gmail.com

Phone- (0)- 03752 244470



### **SHORT NOTICE INVITING QUOTATION**

Dated, North Lakhimpur, the 5<sup>th</sup> of Feb, 2025

Sealed quotations affixing Court fee stamps of Rs 8.25 (Non-refundable) are hereby invited from the intending Dealers/ Suppliers/ Firms of the State of Assam for supply of the following Computer and Peripherals in the office of District Legal Services Authority, Lakhimpur, NL for the financial year 2024-25.

Sr No	Computer and Peripherals	Qty	Unit Cost	GST	Total rate (including GST)
1	Desktop Computer set ( Dell Optiplex 3050/ Dell Inspiron Small Desktop )	2			
2	MF Printer (Canon MF 271dw/ Canon MF 272dw)	2			
3	Antivirus (Multiple User) Quick Heal	1			
4	Pen drive 32 Gb (SanDisk/ HP)	2			
5	Computer Table (Godrej Interio Caliber 202)	2			

#### **General terms and Conditions:**

1. The sealed envelope duly marked as "**Quotation for Computer & Peripherals**" should be addressed to "The Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur", and the quotation should contains the following documents:

- a) Copy of Trade License.
- b) Copy of PAN Card,
- c) Copy of GST Registration Certificate,

In the absence of any of the above documents/information, the offer shall be rejected without making any further reference in this regard.





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2. Earnest Money Deposit of Rs. 1000.00 is required to be submitted by way of Bank Draft in favour of the 'Chairman, District Legal Services Authority, Lakhimpur, North Lakhimpur. Bids without EMD will not be considered and shall be rejected.
3. The quotation shall clearly mention the Rate, including GST, failing which the quotation will be rejected.
4. Rate quoted for each item will be final and valid for the current financial year. No further hike in the price of any item will be entertained. However, validity of award of contract may be extended for further period of one year on same terms, conditions and rate.
5. Supply should be carried out within 7 (Seven) days on receipt of the purchase order from the undersigned.
6. Payments shall be made after satisfactory execution of the work, on production of following:
  - a) Bill in triplicate
  - b) Bank Account details
  - c) Delivery challan duly signed by the consignee.
- 7. Quotation should clearly mention separately the price of the different brand of the articles.**
8. In the event of breach of any terms and conditions or delay or default, the purchase order will be terminated.
9. Conditional quotations are liable to be rejected.
10. Quotations should reach to the office of undersigned on or before 15<sup>th</sup> day of Feb, 2025 at 4:30 PM by hand, drop box or by post. Quotation received after due date and time will not be entertained, and summarily rejected. The office shall not be responsible for any postal delay under any circumstances.
11. Quotation will be opened in the Office of the undersigned on 17<sup>th</sup> day of Feb, 2025 at 3:00 PM.
12. The undersigned reserved the right of accepting/ rejecting the quotation in part or full, without assigning any reason whatsoever.





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13. The actual quantity may vary from the quantity mentioned in the quotation as per requirement.
14. The undersigned is not bound to accept the lowest bidder.
15. The supplier will also have to bear all the overhead & expenses etc. in connection with transportation, etc. in connection with the supply to the Office.
16. The decision of the undersigned will be final and binding on all.

**Sd/-**

(Sharmila Bhuyan)  
Chairman, District Legal Services Authority  
-cum- District & Sessions Judge,  
Lakhimpur, North Lakhimpur, Assam.

Memo No. DLSA(L)/ 312-16/2025

Date: 05/02/2025

Copy to:

1. The President/ Secretary, Chamber of Commerce, North Lakhimpur with a request to publish this notice at their Notice Board.
2. The Systems Officer, Lakhimpur District Judiciary with a direction to upload the Quotation on the official website of Lakhimpur District Judiciary, N L.
3. Notice Board, O/o the District & Sessions Judge, Lakhimpur, N. Lakhimpur.
4. Notice Board, O/o the District Legal Services Authority, Lakhimpur, N. Lakhimpur.
5. Office file.

*05.02.2025*  
Chairman,  
District Legal Services Authority  
-cum- District & Sessions Judge,  
Lakhimpur, North Lakhimpur, Assam.

*05/02*  
Chairman  
District Legal Services Authority  
Lakhimpur North Lakhimpur, Assam